



St. Michael's

EPISCOPAL DAY SCHOOL

Medication Administration Policy

(Updated June 2026)

The administration of medication at the School is permitted only when necessary to support a student's health and enable participation in the School day. Whenever possible, medications should be administered outside of School hours.

Medications will be administered by the School nurse or other designated staff in accordance with all required authorizations, documentation, School procedures, and applicable law.

Authorization Requirements

Before any medication can be administered during the School day, the appropriate medication authorization form(s) must be submitted annually. The required form(s) depend on the medication(s) the student will receive at School. Not every student will require every form.

The following forms are required, as applicable:

- **Prescription & Emergency Medication in School Form** – Required for all prescription medications, including, but not limited to, antibiotics, ADHD medications, seizure medications, and emergency medications such as epinephrine auto-injectors, inhalers, insulin, glucagon, or seizure rescue medication.
- **Over-the-Counter (OTC) Medication in School Form** – Required for all nonprescription medications, including, but not limited to, pain relievers such as acetaminophen or ibuprofen, allergy medications, cough drops or lozenges, ointments, creams, and other over-the-counter treatments.
- **FARE Anaphylaxis Care Plan** – Required for students with food allergies or other severe allergies who are at risk for anaphylaxis. The care plan must include emergency treatment instructions and be completed and signed by a licensed healthcare provider.

All required forms must be signed by **both** the parent/guardian **and** a licensed healthcare provider authorized to prescribe medication under California law. Medication will not be administered without the required completed and signed documentation on file, except as otherwise permitted by applicable law, emergency protocols, or standing orders.

School staff, including the School nurse, are not authorized to administer prescription medications, over-the-counter medications, ointments, topical treatments, or emergency medications without the appropriate signed authorization form(s), except as otherwise permitted by applicable law, emergency protocols, or standing orders.

Verbal or telephone authorization from a parent/guardian cannot be accepted, including for field trips. If the required form(s) have not been submitted, a parent/guardian must come to school to administer the medication.

Students with asthma, diabetes, seizure disorders, severe allergies, or other medical conditions requiring emergency medication may also be required to have an individualized health plan, emergency care plan, asthma action plan, seizure action plan, diabetes medical management plan, or anaphylaxis care plan, as applicable.

Medication Storage and Transport

All medications must be delivered to the School by a parent/guardian or authorized adult designee. Students are not permitted to transport medication to or from school, except when specifically authorized in writing for approved self-carry emergency medication.

Medications must be provided in their original pharmacy- or manufacturer-labeled containers. Prescription medication labels must include the student's name, medication name, dosage, route of administration, administration schedule, and prescribing provider.

All medications will be stored securely in the nurse's office or another designated secure location. Emergency medications, including, but not limited to, epinephrine auto-injectors, inhalers, insulin, glucagon, and seizure rescue medication, will be stored securely but in a manner that allows timely access by trained designated staff.

Emergency medications will accompany students on field trips and School-sponsored activities. Designated staff responsible for medication administration during off-campus activities must have access to the relevant medication authorization forms, emergency care plans, and parent/guardian emergency contact information.

Controlled substances will be counted and documented in the presence of the parent/guardian or authorized adult designee upon receipt. Each dose administered at School will be documented in the student's electronic health record.

Student Possession of Medications

For the safety of all students, medications may not be carried by students in backpacks or on their persons. This includes over-the-counter items such as cough drops, lozenges, topical creams, and ointments.

Exceptions are limited to approved emergency medications, such as epinephrine auto-injectors, inhalers, insulin, glucagon, or other emergency medications, when authorized in writing by both the student's licensed healthcare provider and parent/guardian and approved by the School.

Approval for self-carry and/or self-administration may depend on the student's ability to demonstrate responsible possession and proper use of the medication, as determined by the School in consultation with the parent/guardian and healthcare provider.

Students approved to self-carry and/or self-administer emergency medication must notify the School nurse or designated staff as soon as reasonably possible after use so the school can monitor the student, contact parents/guardians, and document the incident.

Parent/Guardian Responsibilities

Parents/guardians are responsible for submitting all required medication authorization forms at the beginning of each school year and whenever medication orders change. Medication may not be administered until all required forms have been received and approved, except as otherwise permitted by applicable law, emergency protocols, or standing orders.

Parents/guardians or authorized adult designees must deliver all medications directly to the School. Students may not transport medications, except when specifically authorized in writing for approved self-carry emergency medication.

All medications must be provided in their original pharmacy- or manufacturer-labeled containers.

Parents/guardians are responsible for ensuring that medications provided to the School are not expired and that replacement medication is provided before the expiration date. The School may not administer expired medication.

Parents/guardians are responsible for notifying the School promptly of any changes to medication, dosage, administration schedule, health status, or emergency care plan.

Field Trips and School-Sponsored Activities

Medication needed during field trips, athletics, extended care, or other School-sponsored activities must have the required authorization form(s) on file before the activity.

Medication will not be sent on a field trip or administered during a School-sponsored activity without the required documentation, except as otherwise permitted by applicable law, emergency protocols, or standing orders.

Emergency medications and applicable care plans will accompany students during field trips and School-sponsored activities when medically indicated. A trained designated staff member will be responsible for carrying, securing, and/or administering medication as appropriate.

End-of-Year Medication Procedures

All medications must be picked up by a parent/guardian or authorized adult designee no later than the last day of School. Medications will not be sent home with students, except when specifically authorized in writing for approved self-carry emergency medication.

Any medication remaining after the final day of School will be disposed of in accordance with applicable state regulations and School procedures.